

## FINANCIAL SECRETARIAT.

Dated 2nd December 1952.

From

The Secretary to the Government of Mysore,  
Finance Department.

To

The Chief Controlling Officers.  
The Subordinate Controlling Officers.  
The Drawing Officers including Gazetted Officers  
drawing their own pay and Travelling Allowance  
Bills.

Sir,

*Subject*:—Reconciliation of Departmental figures of  
Expenditure with those of the Audit  
Office.

**No. Fl. (B). 10459-10548—Bud. 8-52-7.** I am directed to  
invite reference to Government Order No. Fl. (B). 2508-87  
—Bud. 8-52-2, dated 17th June 1952 on the above subject  
and to state as follows:—

(a) *Gazetted Officers drawing their own pay and Travelling Allowance Bills.*—These officers also have to  
furnish an account of their drawings to the disbursing officers  
to whom they are attached so that the latter may be able  
to consolidate the figures for the whole office and prepare  
the statement of expenditure in Form 'A'. The Certificate  
prescribed in the Government Order has therefore to be  
furnished by all Gazetted Officers excluding only officers of  
and above the rank of Chief Controlling Officers and Heads  
of Departments. The statements of their drawings, which  
may be in manuscript, should be forwarded by them to the  
disbursing officers concerned punctually before the 5th of  
the following month.

(b) *Disbursing Officers.*—These officers should see that  
the accounts due from the several Gazetted Officers  
working directly under them are received punctually. They  
should consolidate those figures as well as those relating to  
their own drawings before the 10th of the following month.  
This date should be strictly adhered to so far as this  
portion of the work is concerned, whether one is merely  
a disbursing officer or a Subordinate Controlling or Chief  
Controlling Officer with disbursing officer's functions. The  
verification with treasury figures wherever practicable  
should be completed before the 15th of the month follow-  
ing. It is to be noted that the Treasury Officers will only  
make the Subsidiary registers available for verification by  
the departmental clerks deputed to the treasury for the  
purpose. The certificates that the figures in the statements  
agree with those of the treasury should therefore be signed  
by the disbursing officers themselves. The statements in  
Form 'A' with the Certificate of verification (where  
practicable) should reach the Subordinate Controlling  
Officers punctually by the 20th of the following month.

(c) *Subordinate Controlling Officers.*—Their statement of  
expenditure in Form 'A' as disbursers should be ready by  
the 10th itself. As soon as they receive the statements in  
Form 'A' of the subordinate disbursing officers, they should  
get the figures consolidated and despatch the statement in  
Form 'B' (after treasury verification where possible) to  
the Chief Controlling Officer so as to reach him not later  
than the 25th of the following month.

(d) *Chief Controlling Officers.*—Their statement in  
Form 'A' would also be ready by the 10th of the following  
month. As soon as the statements in Form 'B' are  
received from the Subordinate Controlling Officers, the  
figures thereof should be consolidated with those of their  
own statement in Form 'A' and the statement of expendi-  
ture for the whole State in Form 'B' prepared by the 5th  
of the second following month.

(e) The reconciliation of the above figures with those in  
the Accountant-General's books should be taken up  
immediately thereafter and completed by the 20th of the  
month. The fact should be reported to Government also  
until further instructions.

(f) The certificate is prescribed just to ensure that this  
important work is attended to systematically by all officers  
concerned without the need to issue reminders. The  
watching of actuals against budget grants or appropriations  
being the primary responsibility of every Government  
Officer entrusted with the expenditure or control of  
Government Funds, any application for extra staff on the

ground that the new procedure involves additional work  
will be against the spirit of the Government Order. The  
extra work necessitated by these arrangements will be  
negligible in most cases and in the case of large depart-  
ments like Police, Agriculture, Education, the centres of  
consolidation should be so arranged as to ensure that the  
extra work is distributed evenly without the need for  
additional staff in any case.

(g) The amount of bills actually cashed in a month  
should be taken for the purpose of the statement in  
Form 'A'. In the case of bills payable at Bangalore, the  
date of pre-audit cheque will be the date of disbursement  
irrespective of the date of encashment of the cheque. The  
amounts to be taken are the gross amounts of bills even  
though the net amount may be drawn after deduction  
towards funds, etc.

(h) Some of the Departments are sending statements of  
expenditure to the Finance Department and as it is the  
responsibility of the Departments to reconcile the figures,  
such statements need not be sent to Finance Department.

Any doubts or difficulties may be referred to the Finance  
Department for elucidation. The Special Officer (Treasuries)  
may also be contacted by the departmental clerks at  
Bangalore personally during office hours for clarification of  
points, if any.

Yours faithfully,

M. SHAMANNA,

Secretary to Government,  
Finance Department.

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## EDUCATION SECRETARIAT

Dated 2nd December 1952.

**No. E. 11972—Edn. 10-52-192.** 5th, 6th and 7th  
December 1952 (Sunday the 7th December 1952 in  
respect of Urdu institutions) are declared as full holidays  
to all Educational Institutions in Bangalore Corporation  
area in connection with the Cricket Match between the  
Pakistan Team and the Combined Universities Team (com-  
prising players of several Indian Universities).

By Order and in the name of Rajpramukh,

L. MUNISWAMY,

Secretary to Government,  
Education Department.

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## FOREST AND AGRICULTURE SECRETARIAT.

Notification dated 2nd December 1952.

**No. M. 18274—G.M. 38-52-7.** The following list of  
public holidays sanctioned by Government for the year  
1953 is published for general information:—

## GENERAL HOLIDAYS.

All Sundays	
Thursday, 1st January ...	New Year's Day
Wednesday, 14th January...	Uttarayana Punyakala
Monday, 26th January ...	Republic Day
Thursday, 12th February ...	Mahasivarathri
Monday, 16th March ...	Lunar New Year's Day
Friday, 31st July ...	His Highness the Maharaja's Birthday.
Saturday, 15th August ...	Independence Day
Saturday, 12th September...	Ganesha
Saturday, 19th September...	Last day of Muharram
Friday, 2nd October ...	Mahatma Gandhi's Birthday
Wednesday, 7th October ...	Mahalaya Amavasya
Thursday, 8th October ...	Commencement of Dasara
Saturday, 17th October ...	Mahanavami
Thursday, 5th November ...	Naraka Chathurdasi and Deepavali.
Saturday, 7th November ...	Bali Padyami
Friday, 25th December ...	Christmas

## PARTIAL (HINDU) HOLIDAYS.

Saturday, 28th February ...	Holi Feast
Monday, 23rd March ...	Sri Rama Navami
Monday, 13th April ...	Tamil New Year's Day
Friday, 11th September ...	Gauri